



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**CLASSIFIED**

**PARK PROJECT MANAGER**  
**SENIOR PARK PROJECT MANAGER**

**Class No. 006328**  
**Class No. 006329**

**■ CLASSIFICATION PURPOSE**

To plan, coordinate, design, evaluate, and manage projects for the development and modification of county parks and recreational facilities (including buildings); and to perform related work as required.

**■ DISTINGUISHING CHARACTERISTICS**

This classification series is allocated only to the Departments of Parks and Recreation. The Park Project Manager class series is a professional, specialized project management class responsible for all aspects of park planning, coordination, design, development, modification, and proposal and contract management. This class series differs from the Planner class series in that the latter performs work related to the research, analysis and processing of applications for use permits, variances, subdivision, site plans, administrative permits, rezones and ordinance amendments for the siting and/or redevelopment of residential and commercial properties.

Park Project Manager:

This is the journey-level class in the Park Project Manager series. Under general supervision, incumbents independently design, coordinate, evaluate, and manage projects of county parks and recreational facilities or work as a team member on large projects. This class differs from the Senior Park Project Manager, in that the latter is a first or second-line supervisor of professional staff responsible for the development or modification of county parks or facilities.

Senior Park Project Manager:

This is the supervisory-level class in the Park Project Manager series. Under general direction, incumbents will provide project leadership and technical guidance to a unit of subordinate Park Project Managers and staff on the most complex projects. Incumbents provide direct supervision to subordinate staff. This class differs from the Chief, Parks & Recreation in that the latter is responsible for the entire park development program for the county.

**■ FUNCTIONS**

**The examples of essential functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Park Project Manager

Essential Functions:

1. Coordinates, plans, directs, and reviews the work of project personnel in all phases of work.
2. Coordinates the selection of landscaping, architectural, or engineering firms and reviews their subsequent planning, design, and construction.
3. Reviews and approves facility program needs, schematic and preliminary design work.
4. Reviews and conducts an analysis of construction bids and contracts.
5. Performs cost estimates.
6. Drafts grant applications.
7. Drafts contracts for approval of County Counsel.
8. Drafts joint powers agreements.

9. Resolves contract disputes.
10. Analyzes property, taking into consideration geographic and environmental factors impacting use.
11. Drafts bid proposals and contracts.
12. Manages and coordinates project budgets, and reviews the work of professional and technical consultants.
13. Confers with officials, architects, engineers, contractors, and others at all levels of government and private industry.
14. Attends public hearings and committee meetings to furnish expert advice or information.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
16. Reviews and approves project schedules, coordinates reporting systems and administrative procedures.
17. Coordinates and verifies all required activities performed by external providers/vendors.
18. Acts as liaison with other governmental agencies, citizen advisory groups, and other county departments such as Planning and Land Use, General Services, and Public Works.

#### Senior Park Project Manager

##### Essential Functions:

All the functions listed above and

1. Provides direct supervision to subordinate staff.
2. Manages the development of parks projects from land acquisition through completion of an operational park facility.
3. Negotiates and structures real property acquisitions.
4. Interviews, assigns, trains, supervises, and evaluates subordinate Park Project Managers and other personnel.
5. Provides technical direction and assistance to departmental employees.
6. Serves as a county witness during court proceedings.
7. Assists in the division budget preparation.

#### **■ KNOWLEDGE, SKILLS AND ABILITIES**

##### Knowledge of:

The following apply to both classes:

- Management principles and techniques in project planning and administration.
- Federal, State, and local codes and regulations pertaining to projects (e.g., building codes, administrative codes, contract law, park development, general public financing).
- Principles and practices of public administration management.
- Legislative/county government organization, functions, processes and procedures.
- Park operations and maintenance as these relate to the implementation of planned development.
- County fiscal and budget processes.
- Contract negotiations, the competitive bidding process, and administration methods/techniques.
- Grant availability and application procedures.
- Principles and practices of project/cost accounting, cost analysis and project management.
- Common computer software programs (e.g., word processing, spreadsheets, scheduling programs).
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

##### Senior Park Project Manager (in addition to the above):

- Management techniques to lead project teams.
- Supervisory methods and techniques.

Skills and Abilities to:

The following apply to both classes:

- Plan, organize, coordinate, direct and manage multi-disciplinary work efforts.
- Direct and monitor the work of project consultants for regulation and code compliance, contract conformance, and quality assurance.
- Analyze results of various research and feasibility studies and identify possible courses of action to be taken.
- Negotiate contracts with project consultants.
- Prepare, monitor, and manage project budgets.
- Make presentations to the public and other agencies.
- Interact with county management, elected officials and representatives of other agencies.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Park Project Manager (in addition to the above):

- Provide effective leadership and training to other staff.
- Supervise professional, technical, and support staff.
- Resolve disputes and function effectively in complex, sensitive and adverse situations.

**■ EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: A bachelor's degree from an accredited college or university in landscape architecture, engineering, geography, urban planning/geography, park administration, environmental planning, public/business administration, business management, biology, archaeology, anthropology, history, or closely related field; AND,

Park Project Manager:

Two (2) years of professional level project management experience performing development planning, research, data analysis, project coordination/management, grants management, urban/environment/resource planning activities, or management support activities.

Senior Park Project Manager:

1. Four (4) years of professional level project management experience performing development planning, research, data analysis, project coordination/management, grants management, urban/environment/resource planning activities, or management support activities; OR,
2. Two (2) years of experience as a Park Project Manager with the County of San Diego.

**Note:** A master's degree in landscape architecture, engineering, geography, urban planning/geography, park administration, environmental planning, public/business administration, business management, biology, archaeology, anthropology, history, or closely related field may substitute for one (1) year of the required experience.

**■ ESSENTIAL PHYSICAL CHARACTERISTICS**

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward movement of neck. Frequent: walking over uneven terrain, standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California Class C driver's license, which must be maintained throughout employment in these classes, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in these classes may be required to use their own personal vehicle.

The possession of a California license as a Landscape Architect or a Registered Civil Engineer is highly desirable.

### Working Conditions

Office environment; exposure to computer screens. Subject to remote work location and occasional evening, weekend, and holiday work.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

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**New: March 18, 2005 (Developed by splitting from the Project Manager class – Class No. 003575)**

Park Project Manager (Class No. 006328)  
Senior Park Project Manager (Class No. 006329)

Union Code: MA  
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Variable Entry: Y  
Variable Entry: Y